

Mattawan Early Childhood Education Center

Student Handbook 2023-24

School Colors

Blue and Gold

Mascot

Wildcat

Willie Wildcat

Fight Song

Fight on our Mattawan — Never, never yield
The blue and gold we proudly hold
As we march down the field. Rah! Rah! Rah!
Our team is here to win, no foe do we fear
FIGHT! FIGHT! for Mattawan.
Hear our cheer!

Mattawan Consolidated Schools Superintendent
Randall Fleenor

Mattawan ECEC Principal
Stephanie Eaton

Y5 Hours

8:30 Car Rider and Bus Rider Dismissal

8:35 AM Tardy tone

3:30 PM Bus Dismissal – Full Day

3:35 PM Car Rider Dismissal

11:55 PM Dismissal – Half Day

Preschool Hours

8:30–11:30 AM Session

12:30–3:30 PM Session

Important Phone Numbers

Mattawan Schools (269) 668–3361

Early Childhood Office, extension 8800

Early Elementary Office, extension 8600

Later Elementary Office, extension 8500

Middle School Office, extension 8400

High School Office, extension 8300

Transportation, extension 1745

Food Services, extension 1765

Board of Education

Vickie Mabin Herzberg

Shari Magrath

Rick George

Mark Noffsinger

Ted Roethlisberger

Marika Hawes-Ruhrup

Onur Arugaslan

Table of Contents

Visitors and Volunteer, pg 4
Morning Drop Off, pg 4
Dismissal, pg 4
Late Arrival and Early Dismissal, pg 6
Attendance, pg 6
Withdrawal from school, pg 6
School Closings, pg 6
School Calendar, pg 7
Student Contact Information, pg 7
Communication, pg 7
Lost and Found, pg 8
Dress Code, pg 8
Snacks, pg 9
Drills, pg 9
Extra Curricular Activities, pg 9
Outside School Items, pg 9
Childcare, pg 9
Health Room, pg 10
Insurance, pg 11
Americans with Disabilities Act, pg 11
Playground, pg 12
Lunch Program, pg 12
Transportation, pg 13
Building Organization, pg 16
School Supplies, pg 16
Make up work, pg 17
Report Cards, pg 17
Conferences, pg 17
Technology, pg 18
District Policy on Restorative Justice, pg 18
Equal Opportunity/Nondiscrimination Statement, pg 21
Morning Drop off and Pick up map, pg 22

Visitors and Volunteers

The ECEC is locked down during the school day. Visitors are required to enter our building through our main, front doors. There is a call button at the main entrance. Press the button to call our office. Students and staff have been directed to refrain from opening any doors for visitors, even if they recognize the person by sight.

Visitors and volunteers are welcome in our building. Please sign in at the office and take a visitor sticker prior to entering any other areas of the school. If you are having lunch with a student, please proceed to the cafeteria where you will be joined by your student. We ask that lunch visitors eat only with their student(s), refraining from asking other students to join them. Parents may order an adult lunch prior to 10:00 am. Payment may be made in the cafeteria upon parent/guardian's arrival.

Volunteers and/or chaperones are required to submit a Request for Authorization to Volunteer Form. This form can be obtained in our office or is available on our website. This form authorizes us to submit a background check. You will be required to show your drivers license and provide a signature. Please allow two weeks for the background check approval process. Background checks are valid for four years in all buildings on our campus.

Morning Drop Off

Drop off will take place behind the ECEC building. Parents will enter the campus off of W. McGillen Avenue. Parents will release their child at the cones and then complete the loop to exit back on W. McGillen Avenue. Students will be released from their cars starting at 8:30 by staff. Students are only to get out of the car if there is a staff member present.

Dismissal

Dismissal is at 3:35 PM. Please try to schedule pick ups at this time, avoiding an early release. It is detrimental to your child's learning as well as building-wide end of the day procedures when classrooms are interrupted for early dismissals. It is the policy of the ECEC to not have any children waiting for parent pick up in the office before dismissal. If we know your child is going to be picked up early, we will inform the classroom of the intended early dismissal and ask that the student be ready for pick up. When the parent/guardian arrives for pick up, we will call the student down to the office. Thank you for your understanding of and patience with this policy.

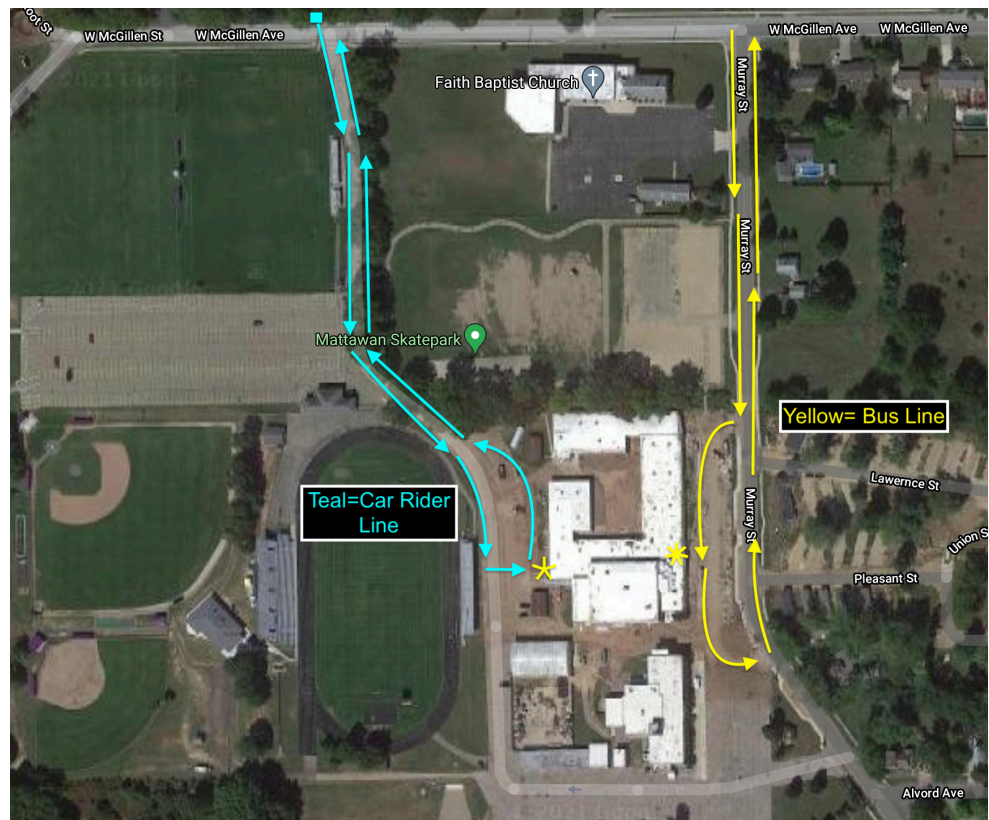
Parents and visitors should not enter our building at dismissal. If you need to meet with your child's teacher, please contact them by phone or email.

If you need to notify your child of a change in dismissal plans, please call the office at extension 8800 before 3:00 PM. Calling before 3:00 PM allows us to deliver a message to the teacher before dismissal procedures begin.

For those families picking up a child by car at the end of the day, please make sure to have the sign indicating the child/children being picked up clearly displayed in the car's passenger side window. Adults must stay in cars while our staff escorts the designated child(ren) to each car. Should your child need help with his/her car seat or safety belt, please carefully pull up just past the loading area, then pause again to assist as needed.

ECEC would prefer that families do not park and walk up to meet their child. Anyone needing to speak with a staff member right after school should also park and come to the office. Due to safety and time-sensitive reasons, staff will not be able to engage in conversations when loading students into cars.

If you need to make arrangements for someone other than a parent to pick up your child, please contact the office. Together we will decide if the student should meet the pick up person outside or in the office at the end of the day. We may determine that it is necessary for us to see identification from the person picking up. This is to ensure the ultimate safety of and security of your child. Any person(s) picking up a child via our car line must have the window sign displayed in his/her passenger window, and the child must be able to identify the driver as a known person.



Late Arrival and Early Dismissal

You may notify the office or your child's teacher if your child will be late to school due to an appointment. For attendance purposes, arrivals after 8:35 AM are recorded as either tardy or late arrival, depending upon the reason for the late arrival. After 10:35 AM, this time is marked as "half day absent". Upon arriving at school, please bring your student to the office and sign him/her in. We can then mark attendance and ensure that your student knows where his/her class is located at the time of his/her arrival.

Dismissals before 1:35 PM will also be marked half day absent. Dismissals between 1:35 PM and 3:35 PM will be marked early release.

Attendance

Prompt and regular attendance is encouraged for all students. When absence is necessary, please call the school prior to 9:00 AM to inform us of the absence. The office has a 24-hour voicemail at (269) 668-3361 extension 8800, so messages may be left any time of day. When leaving a message, please clearly state the student's name, teacher's name and reason for absence including any known symptoms and diagnoses. Automated daily absence calls are made to verify unexcused absences.

Withdrawal from Mattawan Schools

Prior to withdrawal, all school books and materials must be returned. A Withdrawal Form should also be submitted to the school office. This form can be obtained from any school office or by going to our website (mattawanschools.org).

School Closings

Certain weather conditions may cause Mattawan Consolidated School to alter typical school activity. Information regarding school closings can be obtained on our local television channels. Mattawan Consolidated School has also implemented an automated calling system to inform parents of weather related closings or delays. Parents must complete a one-time 'opt in' to SchoolMessenger, which is our automated service. Mattawan Consolidated School will utilize the phone numbers and email addresses on file for the primary guardians.

Decisions regarding severe weather and other emergencies will be made according to the following guidelines:

Tornado Related Procedures: If a tornado watch is issued by the Weather Bureau and/or Civil Defense authorities, students will remain at school for the remainder of the normal school day. Administrators will watch for imminent severe weather. If imminent severe weather exists, students will be instructed to take cover according to the established procedures that utilize the safest shelters possible.

If a tornado warning is issued by the Weather Bureau and/or Civil Defense authorities, students will be instructed to take cover according to the established procedures that utilize the safest shelters possible.

In the event of a severe snowstorm or other weather-related emergency predicted or in progress, students will be dismissed when transportation can be provided if local conditions appear safe enough for transport. Parents will be informed of the early dismissal via the SchoolMessenger system.

School Calendar

Please see our website under Our District/District Calendar or under Parents and Students.

Student Contact Information

When enrolling your child, please make sure that you provide accurate contact information including emergency contacts and daycare contacts. Make sure your child's contacts are aware that they are on your child's record at school and may receive a phone call if the school is unable to reach you. Please keep the office up to date on any changes in information including email address, mailing address, phone numbers, marital statuses, etc.

Communication

The school newsletter is delivered via email once a week on Tuesdays. This newsletter provides weekly updates and the latest information regarding school activities and programs. All email addresses utilized are the email addresses on file for the primary guardians. If you are not receiving the newsletter, please call the office at (269) 668-3361 extension 8800.

Important information is contained in the weekly newsletter including access to conference scheduling, ordering of half day sack lunches and other events taking place at the Early Childhood Education Center.

In addition to our building-wide weekly school newsletter, teachers may have classroom newsletters or other forms of classroom communication as well.

The Wildcat Connection, a district-wide communication, is mailed to district residents three or four times each school year and is available on the district website.

SchoolMessenger

SchoolMessenger is a rapid alert/notification system used by Mattawan Consolidated School. It allows for parents, guardians and staff to receive information and notifications from the district using different communication methods including telephone, SMS (text), and email.

To sign up, go to the InfoCenter website at <https://go.schoolmessenger.com>. The following information is required: email, password, and location. The sign up verification screen directs you to verify your account by following the instructions that were emailed to you. If you have any problems you can email messengersupport@mattawanschools.org.

Lost and Found

Articles found in school with no identification information are placed in a "Lost and Found" box. During conferences, lost articles are set on tables in the halls for families' inspection. After spring conferences, items remaining in our Lost and Found are donated. Please identify lunch boxes, books, shoes, and all outdoor clothing with your child's name.

Dress Code

Students should dress comfortably and without restrictions. Shoes must completely cover the bottom of the feet for safety reasons. Students do go on the playground daily and have Fit for Life (Physical Education) throughout the week. It is best for children to have tennis shoes on the playground and during Fit for Life. Shorts may be worn during warm weather and should cover the upper thigh. Tops should cover the shoulders, stomach and back. Sandals can be worn but are not appropriate for gym or the playground.

Snacks

Mattawan ECEC has a healthy snack policy. This includes snacks supplied for birthdays. (We strongly encourage no food on/for birthdays. Goodie bags for classmates containing non-food items are welcome as desired.) Please follow all guidelines established if your child is in an allergy classroom.

Drills

Children practice 5 fire, 2 tornado, 3 shelter-in-place lockdown, 1 inside threat lockdown and 2 bus evacuation drills throughout the school year.

Extra-Curricular Activities

Extra-curricular activities are advertised throughout the school year in our weekly newsletter. These programs are not sponsored by Mattawan, although we may provide facilities and/or information.

Weapons

Legislation prohibits knives, firearms and other items that could be classified as potential weapons being present at school.

Toys including Electronics

Toys should be left at home. This includes all electronics. This prevents loss and theft. Toys that replicate weapons are strictly prohibited. Bringing these types of toys could result in an out-of-school suspension.

Cell Phones

Cell phones, if brought to school, should remain off and in backpacks. Cell phone usage at school and on buses is prohibited.

Childcare

For childcare information you can access childcareresources.com.

Health Room

Children may be sent to the Health Room during the day because they are not feeling well, have received an injury, or had a bathroom accident. In most instances, your child will be allowed to rest and then return to class. In all cases of vomiting, we require children to go home. In the case of a bathroom accident, the school does have some extra clothing. It is suggested that parents keep a change of clothing in your child's backpack for use during the school day. Please launder all borrowed clothing and return them to school. The exception is underwear- any underwear provided by the school becomes your child's property.

If your child is sent to the Health Room due to a "head bump," you will receive a phone call notifying you that your child sustained a bump to the head.

Medication: Before any medication can be administered at school, the Medication Request and Authorization Form must be filed with the office. This form is available in our office or online. This written and signed request must be submitted annually. Parents should determine with their doctor whether the medication can be adjusted to avoid administering medication during school hours.

Medication may be administered to a student while under the jurisdiction of the school according to the following guidelines established by the Board of Education:

- No medication shall be administered unless it shall appear that the administration of such medication during school hours is necessary for the health and well-being of the student.
- Medication may be administered only on the written authorization of a student's parent or guardian. The authorization shall include a written statement from the prescribing doctor stating the student's name, date of prescription, name of medication, dosage and frequency taken (including the date and time when medication shall be terminated) together with any special instructions.
- All medication shall be in the original container and shall bear the student's name, the name of the medication and the name and phone number of the pharmacy. The preparation of the medication shall not require any special skills.
- All medication is secured in the office.
- Medication is administered in the school office by an adult designated by the school administrator and verified by another adult employee.
- Students may not administer any medication of any kind to themselves or to another student.
- Records of when medications are administered by the school are kept in the school office.

Shot Records and Illnesses: We ask that parents keep the school fully informed of shot records and any illness your child experiences. A record is kept here in our

office for each child. Your cooperation with promptly phoning in these matters is appreciated.

Fever: Children are sent home from school whenever a fever of 100.4 degrees is detected. It is our policy that children remain home from school until the fever has been broken for 24 hours without the use of fever-reducing medications.

Mites and Lice: Please caution children against sharing combs, brushes and clothing, especially hats. If your child develops a case of lice, please let the school office know and check with your doctor or pharmacist for the most effective way to treat.

Immunization Rules: State law prohibits a principal or teacher from admitting new students to school without a record of the required doses of Measles, Mumps, Rubella, Polio, Diphtheria, Tetanus, Pertussis, Hepatitis B and Varicella OR a waiver from the VanBuren County Health Department. To remain in school, you must provide the school with a record showing that your child has received all of these required immunizations. If you are seeking a non-medical waiver, you must contact the VanBuren County Health Department at (269) 621-3143 extension 1332 to schedule an educational session. Children who have not completed the required immunizations may be excluded until requirements are met.

Insurance

The Mattawan Consolidated School Board of Education provides all students with accident insurance while attending school or its specified events. The policy pays for expenses beyond those that family insurance policies do not completely cover. If your child reports an injury that you detect may have happened at school, please notify the school office.

Americans with Disabilities Act

Mattawan ECEC does not discriminate on the basis of disability in admission to, access to or operation of its programs, services, or activities. Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to Mattawan Consolidated School's Supervisor of Special Education. The office may be reached at (269) 668-3361 extension 1772. Auxiliary aids needed for effective communication in programs and services of our school district are also available through the Office of Special Programs.

Playground

- Children are encouraged to play in a safe manner and remember established procedures for the use of playground equipment. Good citizenship is expected at all times during recess.
- The only items that may be thrown on the playground are balls and frisbees. These, among other things, should not be thrown: snowballs, rocks, stones, sticks, and pine cones.
- Extreme care should be exercised near the swing and exercise sets. All swings have been converted to the flexible soft-seat type with pinch-free chains.
- Disagreements are to be handled in ways other than through physical fighting. "Play fighting" is never appropriate — boxing and wrestling are not appropriate activities on the playground.
- Tackle football and related rough games such as "king on the mountain" may not be played on the playground.
- Children may not climb backstops, trees and other items not specifically designed as climbing devices.
- All play toys, toy guns, play knives, and similar items should be left at home.
- Children who require the use of the bathroom while on the playground must let a recess paraprofessional know so that an adult is aware of the location of all children.
- Playground paraprofessionals have access to first aid items and may assist children who experience an injury. Children may also be sent to the Health Room.
- If there is snow on the playground, children will be required to wear snow boots and snow pants.

Windchill Table: Temperature and windchill are always considered when making a decision regarding outdoor recess during the winter. If the windchill is reported by local weather stations to be zero or above, children will go outside. Blowing snow, rain, and high winds may also be taken into account when determining the appropriateness of outdoor activity.

Clothing worn to school should always be appropriate for weather conditions and possible forecasted weather conditions.

Lunch Program

Students have a 50 minute lunch/recess rotation each day. Students may purchase a hot lunch daily and choose from three choices. Lunch choices are made in the classroom in the morning. Menus are available online. The menus contain pricing information.

A sack lunch is offered to all students on half days of school. The cost is the same as the hot lunch cost on a regular school day. To sign up for a sack lunch on half days of school, refer to our weekly newsletter a few weeks prior to the date of the half day.

Students bringing a cold lunch from home may purchase a milk or bring their beverage from home. Breakable containers are discouraged, as is soda pop. Knives of any sort (including kitchen knives) are prohibited at school.

Meal Magic: Money for lunch may be deposited online through Meal Magic, or students may bring money and give it to their teacher. Meal Magic is accessible through our website under Parents and Students. Money brought in by children should be placed in an envelope, labeled with the child's name and teacher and the purpose for the money (lunch money).

Free and Reduced Lunch Program: Applications for the Free and Reduced Lunch Program are available on line via mattawanschools.org. A paper copy of the application is also available in our office. This application must be completed yearly for each student. The application from the previous school year expires in October of the new school year.

Breakfast: Breakfast is served at 8:40 AM daily beginning on the first day of school. Like hot lunch, students may purchase breakfast meals. Students receiving free/reduced lunch are also eligible to receive free/reduced breakfast.

Lunch Visitors: We ask that lunch visitors eat only with their student and refrain from asking friends to join them. Parents may pay for an adult lunch in the cafeteria. Adult lunches may be ordered by calling the Early Elementary cafeteria at extension 1665 prior to 10:00 am. All lunch visitors must sign in in the office and wear a visible visitor sticker.

Transportation

Bus information is available for the new school year on our website. If you have any questions regarding transportation, you may contact the bus garage at extension 1745.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Director of Transportation.

The bus driver has similar authority as a classroom teacher and is to be given the same respect and cooperation by all students. The school-wide discipline plan regarding expected behaviors is to be followed while riding the bus. It is important that parents stress safety when talking to children about the privilege of riding a school bus.

If a student must cross the road after leaving the bus, students are required to cross in front of the bus after the driver has checked traffic and given approval to cross.

The following rules and expectations are designed to enhance the safety, orderliness and enjoyability of bus rides — General rules and expectations posted on each bus are brief and simple. They are:

General Bus Rules

1. Follow directions given by the driver
2. Remain seated while the bus is moving
3. Use a quiet, polite voice
4. Keep hands, feet and all other objects to yourself
5. Do not throw or launch objects
6. Respect the rights of others
7. Observe proper loading/unloading and bus safety procedures

Other Expectations

1. Be on time
2. No eating or drinking on the bus
3. No animals or other similar creatures on the bus — **No Exceptions**
4. There must be silence at railroad tracks
5. Aisles and area surrounding the back door must be kept clear
6. No knives, firearms and/or other items that could be classified as potential weapons
7. No saving of seats
8. Obey applicable Student Handbook rules

Minor offenses will initially be dealt with by the driver through warnings, changes in seat assignments, or similar consequences. Repeated problems will be referred to the office. Once referred to an administrator, consequences may be given that include detention, conference with parents, or suspension from the bus.

Minor offenses may include:

- Inappropriate language to other students on the bus. This could be a major offense, depending on severity and/or repeated offenses
- Not remaining seated

- Bringing items on the bus that are not allowed
- Minor horseplay
- Not making seat room for other students
- Not sitting in assigned seat
- Eating or drinking on the bus
- Littering, throwing papers or using spit wads, writing on seats or walls, etc.

Possible Consequences For Minor Offenses:

- Private conversation with student/ verbal warnings
- Changing seat assignments
- Last one off/on the bus during loading or unloading
- Cleaning the bus
- Reassigned seat near the front of the bus

Major offenses involve serious misconduct or a threat to the safety or welfare of the bus and its riders. Offenders will be referred to a behavioral interventionist and a building administrator. Serious or repeated problems may result in temporary suspension of riding privileges or permanent removal from the bus.

Major offenses may include:

Major disturbances are ones that require stoppage of the bus or endanger passengers by diverting driver's attention from driving.

- Inappropriate gestures or language that is profane, persistent, prolonged, loud or offensive
- Throwing objects out window or putting body parts out window
- Excessive or prolonged horseplay
- Defacing or destruction of school property or the property of others
- Insubordination or refusal to cooperate with reasonable requests from the driver
- Disrespectful behavior or gestures to driver
- Fighting
- Endangerment at the bus stop (crossing too closely in front of the bus, not staying 10 feet back from the bus, throwing objects at bus, etc.)
- Endangering others at bus stop
- Destruction of private property at bus stop
- Failing to follow proper loading or unloading safety procedures

Possible Consequences For Major Offenses: For these offenses, the driver will notify the building administrator.

Building Organization

Young Fives: Michigan's updated kindergarten entrance age requirements state that incoming kindergartners must be five years of age by September 1 of that school year. However, a Michigan statute does allow for an "opt-in" or early entrance to Y5. If a student will turn 5 between September 2 and December 1, the parent may sign a waiver to have the child attend Y5 early. The Kindergarten/Young Fives registration process includes a parent orientation meeting in the spring. Students with fall birthdays for whom parents sign the waivers are often candidates for the Young Fives program which provides a growing year to develop readiness skills for Kindergarten. Screening for the Young Fives placement occurs in the spring. Screening for Kindergarten occurs in June.

School Supplies

The General Supply List:

- **Pencils** - (pre-sharpened Ticonderoga brand strongly preferred) 1 dozen per student
- **Crayons** - Four boxes of 24 count Crayola preferred
- **Elmer's glue sticks** - Six per student (the larger 0.77 oz preferred)
- **Headphones** - One pair per student, placed in a ziploc bag and labeled with child's first and last name (**no ear buds please**)
- **Kleenex** - One to two boxes per student
- **Clorox Wipes** - Two to three bottles per student
- **Hand Sanitizer**- One large bottle per student
- **Baby Wipes**- Two containers per student
- **Ziplock Bags**- Girls only bring one box of Gallon sized bags, Boys only bring one box of Quart sized bags.
- **Colored Pencils**- One box of Crayola colored pencils per student
- **Dry Erase Markers**- Four black EXPO dry erase markers
- **Markers**- One box of Crayola markers per student
- **Watercolor Paint**- One Crayola watercolor paint set
- **Playdough**- Two to four containers of PlayDough

Pronged Folders- One 3-pronged folders (any color labeled with child's name)

A teacher-specific supply list will be provided to each student/family in the letter that students receive in August, sharing the child's new teacher assignment.

Make Up Work

A major portion of instruction is activity-oriented with a high level of teacher-student interaction and discussion. Learning takes place through modeling, discovery and thought-provoking questioning. Many lessons do not involve paper and pencil work. Therefore it is not always possible to send paperwork to replace activities which are missed in the classroom.

The best activity for a sick child is to concentrate on getting well in order to return to school as soon as possible. Make-up work will be scheduled for completion when a student returns to school.

Report Cards

The reporting of students' progress at school occurs through parent/teacher conferences in the fall and spring, through the progress report, and through telephone calls and other contacts throughout the year. Report cards will be created after each semester.

Conferences

Parent/Teacher conferences will be held in the fall and spring. Specific information related to dates, times and scheduling of conferences will be published prior to conferences in our weekly newsletter. Please remember that we set aside this specific time for parents and teachers to meet and share all of the exciting things your child has been doing. Each teacher has a number of conferences to fit into their schedule, so please choose one of the scheduled times rather than times outside of this schedule. We know that the time goes by quickly and we ask that if you need more time than the 20 minutes scheduled, you set up a follow-up meeting time, call or email so that teachers may stay on schedule on conference days/nights. Our teachers only have so many time slots, so we also ask that each family select only one slot when all members of that student's family are able to attend. Thank you for your understanding.

Technology

Children will be accessing information and working with technology on a consistent basis in our building. Children are instructed on the proper use of devices, including iPads and laptops.

Your child will access information via the internet on a regular basis. Safeguards are in place to avoid situations where children could access an inappropriate site. All sites for children's use have been previewed, checking for content and appropriateness for children at our school. Students are never allowed to freely browse sites or look up information on the internet without adult supervision. Access to the internet enables students and teachers to explore libraries, databases, and bulletin boards. Adult personnel are continually present when students utilize the internet.

District Board Policies - Behavior and Restorative Justice

The following is new-and-improved language related to student conduct and behavior as released by our School Board and Superintendent's Office, effective August 2017. All MCS students and families should familiarize themselves with these policies-

1. Language of Restorative Justice (Board Policy 5610)
2. Potential Language on Expulsion/Suspension for Physical or Verbal Assault
-Grades 5th and below (Board Policy 5610.01)
3. Language of Recording (audio or video) School Meetings, Classes, or Activities
(Board Policy 2461)
4. Language for the Recording Aggressive Acts (verbal or physical) between
Students

1. Language of Restorative Justice (Board Policy 5610)

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Superintendent, along with the Building Administration, shall consider the following factors:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability

- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent, along with the Building Administrator, will exercise discretion over whether or not to suspend or recommend expulsion of a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent, along with the Building Administration, can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent, along with the Building Administration, will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

2. Potential Language on Expulsion/Suspension for Physical or Verbal Assault - Grades K-5th (Board Policy 5601.01)

Board Policy 5610.01 (pp. 2-3 of 9) states that the Board may discipline, suspend, or expel a student in grade five or below for a period of time as determined by the Board's discretion if that student commits a physical assault at school against a District employee, volunteer, or contractor.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board may discipline, suspend or expel a student in grade five or below if the student commits verbal assault at school against a District employee, volunteer, or contractor, or makes a bomb threat or similar threat directed at the school building, property, or a school-related activity.

Verbal assault is defined as "a communicated intent to inflict physical or other harm on another person, with the present intent and ability to act on the threat."

At school is defined as in a classroom, elsewhere on school premises, on a school bus, or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

3. Language of Recording (audio or video) School Meetings, Classes, or Activities (Board Policy 2461)

Board Policy 2461 states, "Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e. technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Building Principal. Any request to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted in writing to the Building Principal.

The Building Principal shall notify the parent(s), in writing, whether the request is denied or granted within five (5) days.

If the District audio records any meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with the State and Federal law.

Any violations to this policy will be punishable by an out-of-school suspension anywhere from 3-5 days, depending on the seriousness of the violation and school history of similar prior events.

4. Language for the Recording Aggressive Acts (verbal or physical) Between Students or Students and Staff

Mattawan takes the safety of their student body and faculty very seriously. If an altercation takes place while on school property or at a school-sponsored event, any persons who choose to videotape the altercation instead of going to a responsible adult for help may be disciplined which could include suspension from 1-5 days depending on the severity of the altercation, the student's school discipline history, or whether the violation of recording by the student threatened the safety of any student or staff member.

Equal Opportunity/Nondiscrimination Statement

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Jay Larner
Assistant Superintendent of Student Services
Mattawan Consolidated School
56720 Murray St.
Mattawan, Mi. 49071
(269)668-3361 x1770

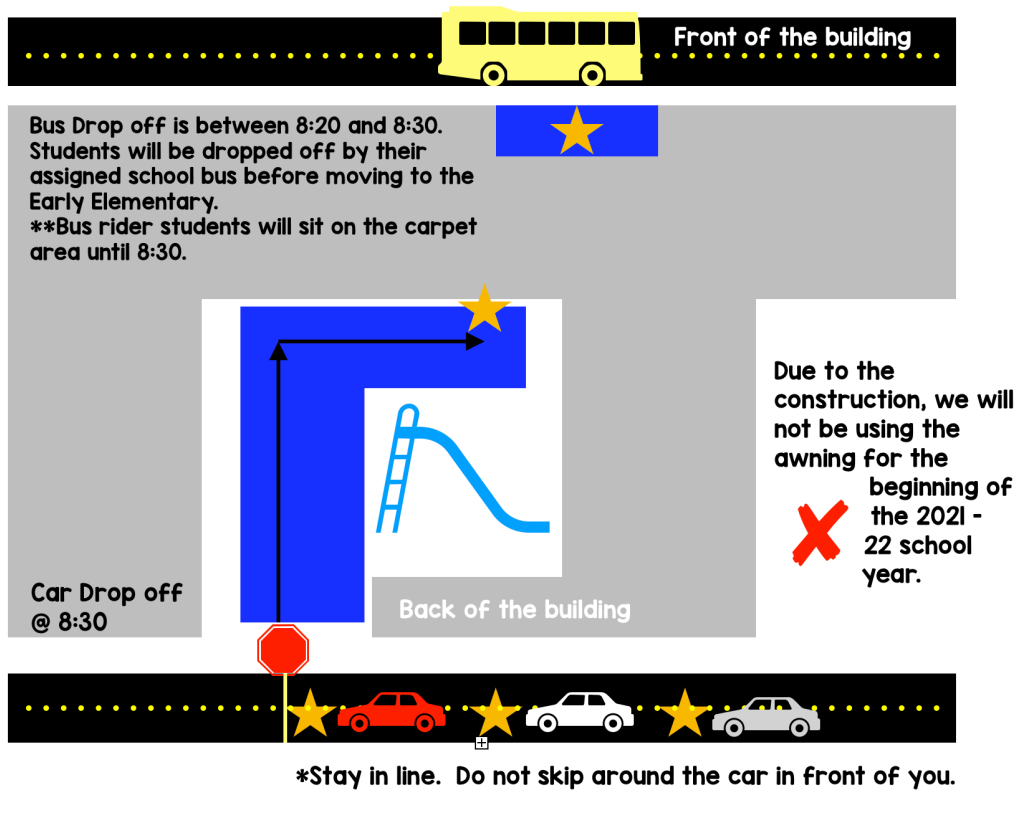
The School District's complaint procedure may be obtained from Mr. Larner as well. For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Cross-Reference:

NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity

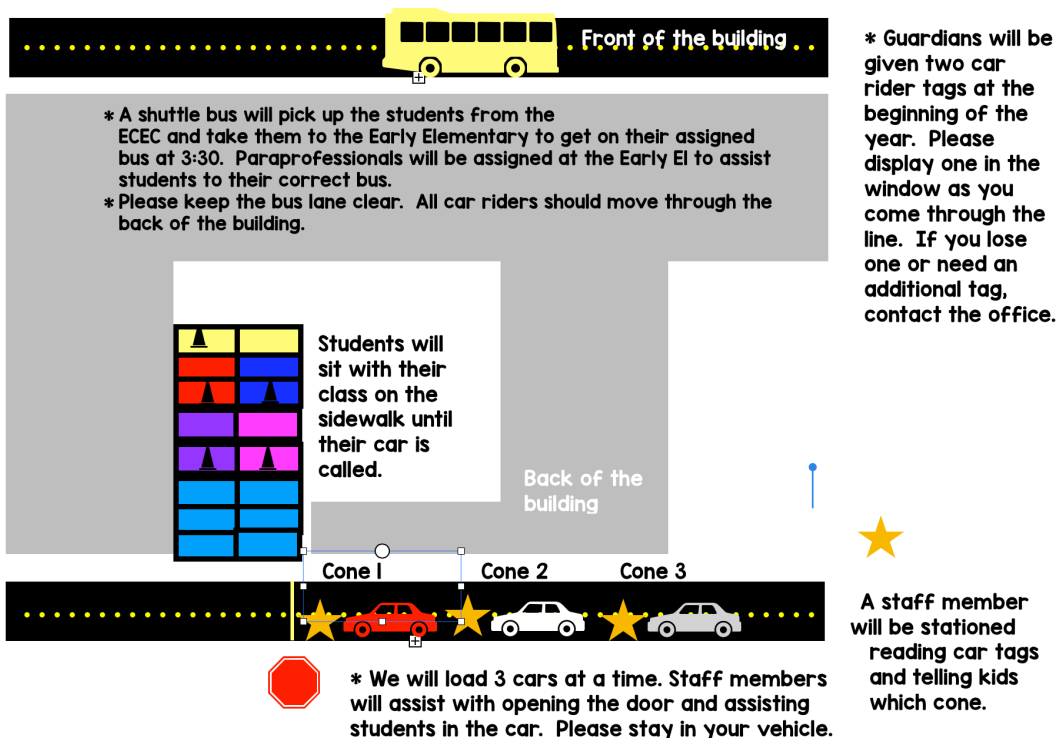
ECEC Morning Drop Off



* Students should sit on the right side of the car for pickup and drop off.

* We will release 3 cars at a time. A staff member will assist your child with opening the car door and helping them out. Please stay in your car.

ECEC Afternoon Pickup



* Students should sit on the right side of the car for pickup and drop off.

* If parent is comfortable and they need to buckle a kiddo in a 5 point harness, please pull over to the stadium parking lot to keep traffic moving.

* 3:35 car rider dismissal. Do not start lining up before 3:05 due to dismissal traffic from the high school and middle school.

* Guardians will be given two car rider tags at the beginning of the year. Please display one in the window as you come through the line. If you lose one or need an additional tag, contact the office.

A staff member will be stationed reading car tags and telling kids which cone.